

COUNTY LOCAL LAWS

been at least at the level of Secretary III, or any equivalent combination of education and experience.

(15a) Administrative Assistant I

Graduation from a recognized college preferably with degree in Business or Industrial Administration; and 1 year experience in business management, accounting and/or statistical function; or equivalent combination of education and experience.

(15b) Administrative Assistant II

Graduation from a recognized college preferably with a degree in Business or Industrial Management and three (3) years background EXPERIENCE in business management and/or statistical functions; or equivalent combination of background, education and experience.

(15c) Senior Administrative Assistant

Graduation from a recognized college or university, preferably with degree in Business or Industrial Management and six (6) years background in Business Management, accounting, and/or statistical functions, including two (2) years in a supervisory capacity; or equivalent combination of education and experience.

(16) Bookkeeping Machine Operator

Graduation from a recognized high school, plus three (3) years experience in bookkeeping machine operation or any equivalent combination of education and experience.

(17) Account Clerk

Graduation from a recognized high school and one (1) year of general clerical work; or any equivalent combination of education and experience.

(18) Senior Account Clerk

Graduation from a recognized high school; two (2) years experience at the level of Account Clerk; or any equivalent combination of education and experience.

(19) Principal Account Clerk

Graduation from a recognized high school, preferably successful completion of a two-year community or junior college program or two years of college